



School Attendance



Absence From School

Schools must record absence and the reasons given.

If children are not ill, there are two other types of absence; those authorised by the school and those not authorised by the school.

Absences will only be authorised in exceptional circumstances. Guidance can be found at www.gov.uk/school-attendance-absence/overview.

An example of an unauthorised absence would be going on holiday during school time.

Reluctance to go to School

Some children may from time to time not want to go school and may pretend to be unwell. They may use excuses such as having a headache or feeling sick. Not wanting to go to school can be for a number of reasons. Such as:-

- * finding the learning too difficult
- * friendship problems
- * wanting to be at home with parents/carers.

It helps if you can find time to talk to your child about why they do not want to go to school, but it can make them feel worse if you seem to be worried yourself. Talk about school in a positive way, whilst being sympathetic but firmly encouraging them to attend.

Arrange to meet with your child's class teacher or another member of staff as soon as possible. Explain both your child's and your own concerns, and ask for ways in which the school can help.

You can also contact the school's Education Welfare Officer—details available from the school office - who can offer advice and support to both parents/carers and the school.

Going to School

Being at school is a very important event in your child's life. It enables your child to learn, make friends and develop many skills. We are partners in making this a success. As parents or carers, it is your responsibility to make sure that your child makes the most of this opportunity by attending school regularly.

School Times

School begins at 8.50am in the morning ending at 12.15pm for Foundation Stage classes and 12.30pm for the rest of the school. The afternoon session starts at 1.15pm in Foundation Stage classes and 1.30pm for the rest of the school. Pupils should be in school, ready to start their lessons at these times. School finishes at 3.10pm in the afternoon for all year groups.

Getting to School on Time

When the whole school arrives on time the school day starts well. However, it is much better for your child to be late than not in school at all! If your child is over 10 minutes late for school, an explanation is needed, otherwise he/she will be marked absent and they must sign in by arriving in the main school foyer. Our register closes at 9.10am. Please note that under current regulations, if a child arrives for school after this time without a valid reason, he/she will be marked in the register as having an unauthorised absence.

Taking the Registers

Schools have a legal duty to record the attendance of every pupil and to show who is absent or late. The register is called at the beginning of the morning and afternoon sessions. If your child misses registration he/she will be marked late or absent.

Holidays

Changes in education have resulted in it being absolutely vital that children attend school for the whole year. We are now unable to authorise any holiday at all during term time. Some one-off occasions such as weddings may be agreed. Parents/carers need to complete a Leave of Absence form should they wish to take their child out of school. Exceptional circumstances no longer cover family birthday celebrations or visiting relatives abroad etc.

Further information can be found at:
<https://www.gov.uk/school-attendance-absence>

If a Penalty Notice is issued it is £60 rising to £120 if it isn't paid within 28 days. If you do not pay the fine, you will be prosecuted.

NB. School places can only be kept open if we know your child is definitely going to return to school. All pupils absent for more than eight weeks will be removed from the school register and must re-apply for a place at school. If your child does need to be absent from school, during school time, please complete a 'Request for Absence Form' available from the school foyer at both sites and give to the School Office, for authorisation by the Head of School.